

Navy Marine Corps Intranet (NMCI) Site Integration Lead Guide

Version 1.1

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NMCI Navy Program Management Office, PMW 164
Space and Naval Warfare Systems Command

Prepared for:

Navy PMO
NMCI Site Integration Lead

The NMCI Navy Site Integration Lead Guide is published for informational purposes only to describe the process of site migration. The content of this document shall not be considered contractually binding. All issues associated with the NMCI Contract N00024-00-D-6000 shall be referred to the Procuring Contracting Officer, at 703-685-5508.

RECORD OF DOCUMENT CHANGES

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1 OVERVIEW

1.1 The NMCI Program utilizes Site Integration Leads (SILs) to help manage the deployment of the NMCI program to Navy sites. Prior to the SIL arriving On-Site, a significant amount of preparation has occurred between the Customer, Electronic Data System (EDS) and Program Management Office (PMO). The PMO team includes Customer Project Managers (CPMs) working issues at Echelon II level and providing Assumption of Responsibility (AOR) readiness assessment. Regional Integration Leads (RILs) and Site Integration Leads (SILs) working regional and site issues and Fleet Liaison Teams (FLT) providing education.

1.2 In accordance with the PMO Transition Support Plan a limited number of SILs will be assigned to areas of greater need and work directly with the CPMs, to continue with transition process. RILs will be assigned to eight regions as follows: Hawaii, Southwest, Southeast, Northwest, Northeast, RESFOR. See diagram). EDS counterparts head each region. RILs are also an integral part the Regional Team (RT). The purpose of the RT is to standardize methods and processes, resulting in more efficient and productive management of Transition processes. Teams are assigned to each region. Each team consists of:

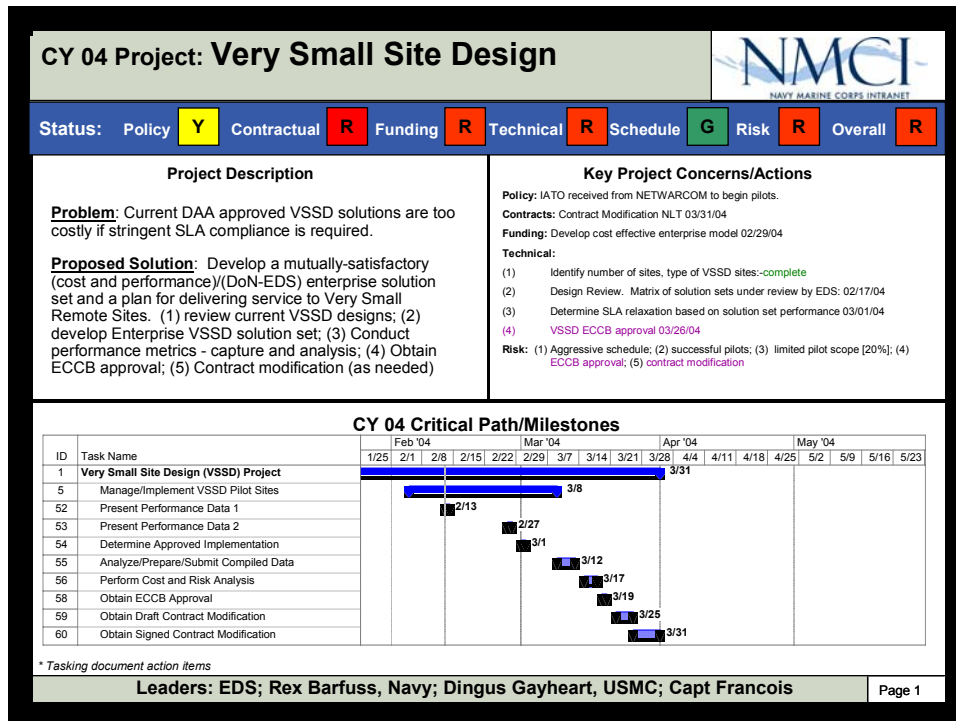
- RIL: Team Lead.
- Technical Solution Support: Intended to solve technical & architecture issues.
- Site Transition Execution Manager (STEM): working RAT list & collection of applications materials.
- Information Assurance Tiger Team (IATT): working LADRA testing & critical applications remediation.
- CPMs will collaborate with the RIL/SIL on resolving claimant level issues that arise in the cutover phase.

1.3 NETWARCOM is sponsoring a Quick Look Assessment (QLA) process. The QLA will use IATT QLA teams to conduct on site assessments of Legacy networks that are in AOR or are scheduled to AOR. For sites that have not completed and delivered the Pre-AOR information assurance documentation required, the QLA teams will act as NETWARCOM agents in collection of outstanding documentation.

1.4 In order to maximize our resources the remainder of the transition will be divided into Projects. Each Project is managed by a Project Lead with USN, EDS and USMC each having a representative. The following are the project groups (additional groups will be added as necessary):

Very Small Site Design (VSSD)	Execution Management
On Base Low Density (OBLD)	Classified
Classroom	NNPI COI
Deployment Productivity	SUPSHIP
Execution Discipline	Legacy Network Re-Use with trust
IATO Process Improvement	BUMED AOR

The following is an example of Quad chart used to report project(s) status.



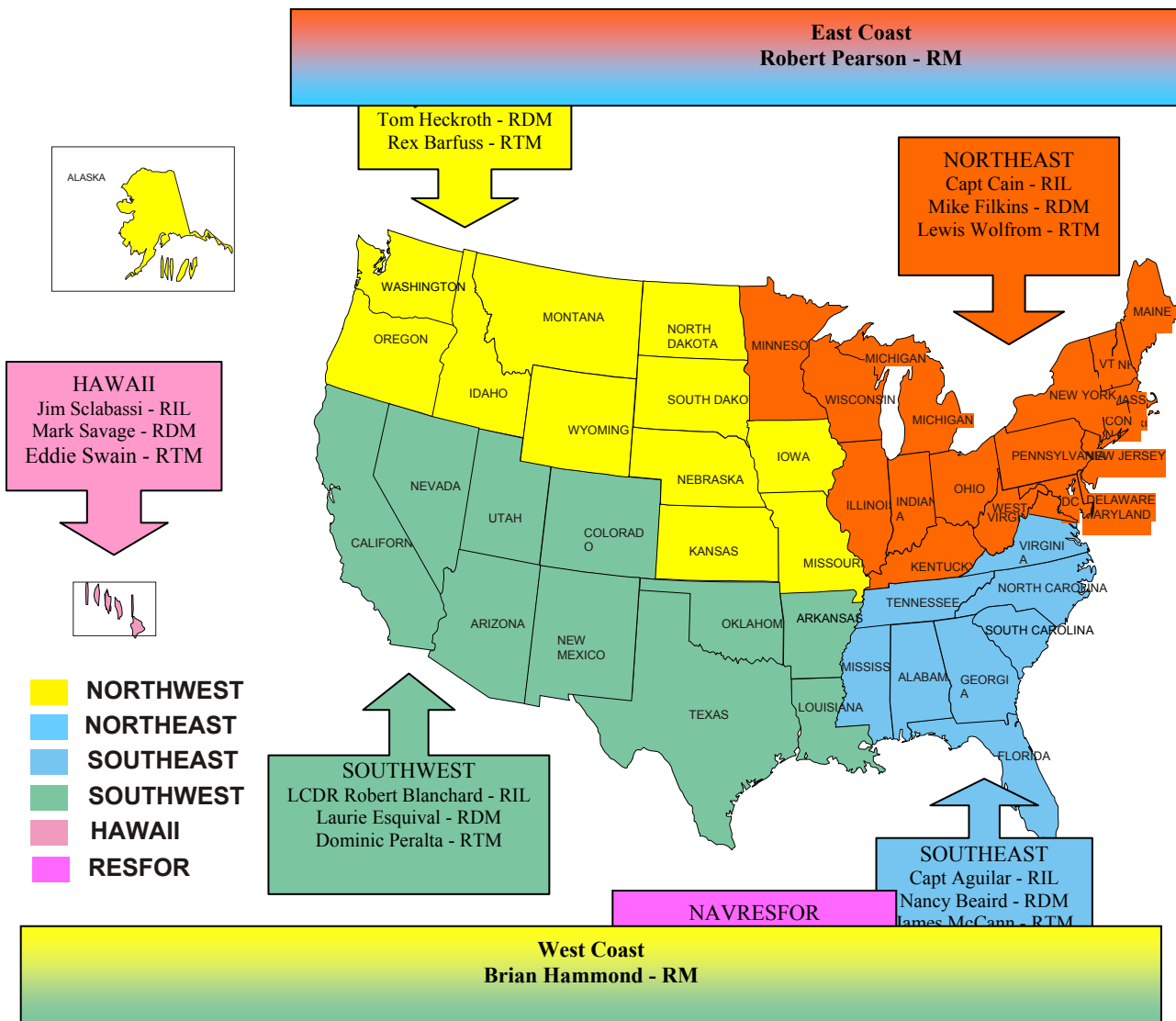


Figure 2. Regional Map

- 1.4 The NMCI Navy PMO is committed to providing the customer with the required information, and the necessary support staff consistent with priorities, schedules and resources, to bring about an effective transition for each site in each Claimancy. The goal of this document is to provide critical guidance to the prospective SIL to ensure that the program objectives for NMCI are implemented in an effective and timely manner. Figure 2 illustrates the timeline for these actions.

NOTE: SIL engagement may vary depending on size and complexity of site.

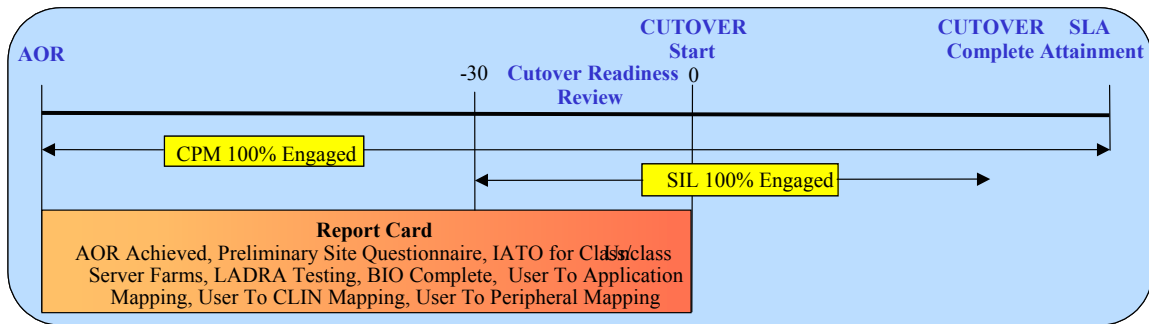


Figure 3. Report Card Timeline

2 SIL RESPONSIBILITIES

2.1 You are the direct representative of ADM Munns, Director, NMCI and are responsible for the effective transition to NMCI for your assigned site. It is your responsibility to ensure that EDS and government claimant representatives cutover seats on schedule and within the requirements of the contract. Some of your responsibilities will include:

- Work under the coordination and direction of RIL and CPM.
- Ensure schedule compliance; “Cutover seats on schedule”
- Provide On-Site contractual oversight.
- Utilize PMO resources when interpretation issues arise.
- Solve issues at lowest level, via direct engagement with CPM and EDS Site Manager (SM), Site Transition Manager (STM), Project Leads and the primary government customer representative at the site, Customer Technical Representative (CTR), Assistant Customer Technical Representative (ACTR), Command Information Officer (CIO), etc.
- Immediately escalate those issues that cannot be solved at your level directly to the responsible organization utilizing the escalation procedures. Keep Project Leads update on project related issues.
- Continually improve all On-Site processes to ensure that cost, schedule and performance (seat quality) are met.
- Use data as leverage to drive issue resolution and raise the level of awareness on issues that are stalled.

PRESENT SOLUTIONS, NOT PROBLEMS OR ISSUES

- All solutions should be consensus solutions, based on up front agreement between EDS, PMO and Customer. Build strong professional relationships with your constituents (SM, STM, and On-Site Team).
- You are the “Honest Broker” On-Site. Do not take sides. Assess a given situation, resolve contractual issues and do the right thing, diplomatically. Making enemies of the people you need to work with is not an effective solution. Your role is to effectively roll seats on schedule.
- Remember, you are a Site Integration **Leader**. Managers do things right; Leaders do the right thing.
- “**Manage by Exception**”. Your attention should be focused on those needs that are out of spec. If other aspects are going as planned leave them alone and just monitor their progress. You are one person with limited time and resources. Your job On-Site is direction, not single-handed implementation of NMCI.
- EDS and the Customer have the staff to do this. If they do not, that is an example of an out of spec item. Use data as leverage; justify the impact of inadequate staff. Solve it, or escalate if you are unable to solve it at your level.

- The schedule is the ultimate metric.

3 SUCCESS CRITERIA

3.1 The following are the Success Criteria;

- Your site meets all schedule requirements on or ahead of schedule for AOR and Cutover.
- Customer Deliverables complete.
- EDS Deliverables complete.
- Issues are identified and raised early, so they can be resolved in a timely matter.

3.2 Those issues you cannot solve are effectively escalated and well known by senior leadership in the PMO, customer hierarchy and EDS.

- Your sharing of best practices and lessons learned with other SILs results in cycle time reductions at their sites. This enables them to regain lost schedules and performance.
- Below is the regional organizational chart:

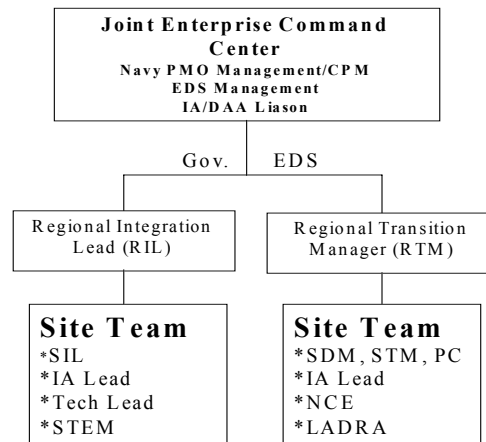


Figure 4. Regional Organizational Chart

4 STEP BY STEP GUIDE FOR SUCCESS

4.1 MACRO-PHASE

4.1.1 Before checking in On-Site, read and become familiar with:

- Contract
- Legacy Application Transition Guide (LATG)
- Master Schedule
- Site Deployment Guide (SDG)
- Be able to answer these questions:
 - What claimants are on my site?
 - Where are they in the process? AOR, Cutover?
 - When are they scheduled to Cutover?
 - How many seats total at my site? By claimant?

4.1.2 Call or meet with the CPM for each claimant at your site. They can fill you in on all the recurring issues of your site. Your first point of escalation is with RIL who will confer with CPM for those issues that cannot be solved at your level. Your discussion should include:

- What are the Top Three issues at my site?
- Who are the “GO TO” people On-Site? Who is helpful in solving issues?
- Who are the Legacy Applications POCs?
 - CTR, ACTR, DCTR and CIO?
 - QLA Team?, Project Leads?
 - Base Commander, Regional Commander?
 - N6, Site Transition Execution Manager (STEM)?
- How many Legacy Applications does claimant have at the site?

4.1.3 Sit down and outline a “Big Picture” Strategy for the site from your perspective. Remember this is a rough draft that is actually “a plan to deviate from” when you start incorporating inputs from EDS/Customer On-Site team. You need to have a basic orientation before meeting with On- site team.

4.1.4 Check on board and meet with: (separate meeting)

- EDS Site Delivery Manager (SDM)
- EDS Site Transition Manager (STM)
- Project Coordinator (PC)
- CTR or CIO
- Commanding Officer (CO) and Executive Officer (XO)
- RT and QLA Teams

Ask them the same questions you asked CPM. You may get different answers.

4.2 MICRO-PHASE

4.2.1 Now that you have the “Big Picture”, start focusing on how you are going achieve Cutover on or ahead of schedule. We will call this micro-assessment.

4.2.2 At the end of the Micro-phase you should be able to answer the following questions:

- Are my schedule Cutover dates realistic?
- What are the top three issues preventing cutover on schedule?
- What are the proposed concerns/solutions of each issue?
- Who do I need to meet with and how often to solve issues?
- One page visual strategy for site execution: Performance to Plan.(Fig 4)

4.2.3 It's important to know you need not attend every EDS and Customer Meeting On-Site. Pick your battles (i.e. Meetings) carefully based on following criteria:

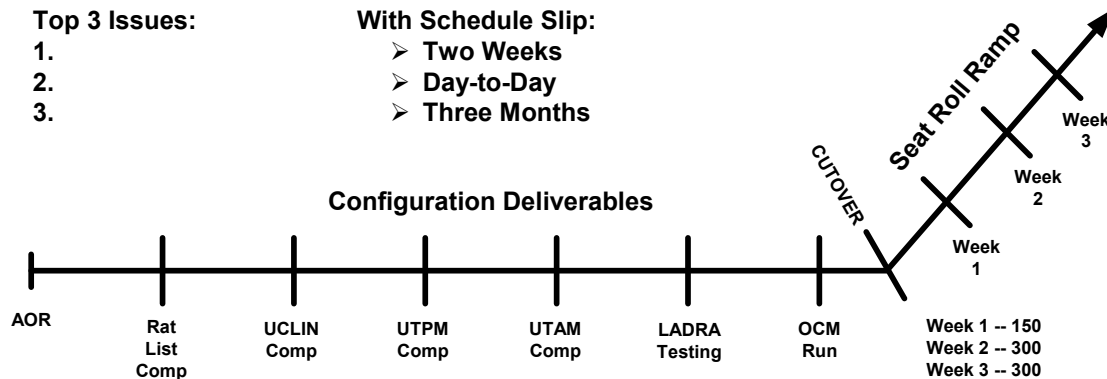
- 1 on 1 meeting with the decision maker. 1st priority
- Meetings that you call on direct (your agenda) should be 2nd priority
- Meetings where you are merely a participant should be your last priority, these can be a very effective forum for solving issues if you are dynamic yet diplomatic.

Remember, EFFECTIVINESS is the key. Your goal should be to solve issues in the shortest possible cycle time. The resultant resolutions should be solutions that are supported by all parties/stakeholders.

4.2.3 Micro-Phase High Level Process

- Pre-Assessment
- Evaluation
- Assessment
- Planning
- Implementation
- Verification

One Page Visual Strategy



Technical Deliverables

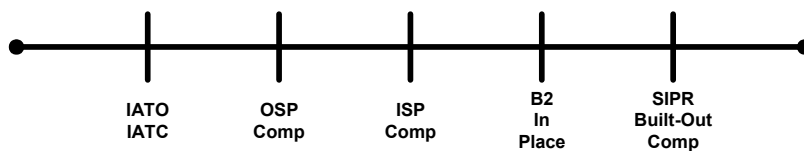


Figure 5. The Visual Strategy

4.2.4 Key Guidance:

- NMCI represents a major change to the way people interact on and with their computer/network. Effective change management is critical. One tool to help ease the transition in a major change is communication, communication, and communication. Change requires energy and the end users need to know why they need to change, what are the benefits, and the shortcomings. They need to know how long it will take. One vehicle that provided this communication was the Site Visit Team. The Site Visit Team made your job significantly easier by being an effective tool for change management. (i.e., Answer the Why, What, and When questions). The Site Visit Team is now the Fleet Liaison Team and is involved with Steady State Operations. Other tools and resources are the SDG and CPMs.
- All applications should be Legacy Application Deployment Readiness Activity (LADRA) tested prior to Cutover. If this is not the case, the user will not get the right applications at Cutover. These applications will need to be manually loaded by the deployment team at a later date.
- Calculate the overall LADRA testing to determine if testing can be completed prior to cutover.
- Dual Desktops should not exceed 10% of the total number of seats deployed.
- Object Creation Module (OCM) run requires three weeks to complete.

	Legacy Application Data			
LADRA				
	LADRA Required Completion Date	13-Aug-03		
	Average Throughput per Day	6		
	LADRA Complications			
	Non-Dedicated LADRA	5		
	Inexperienced LADRA team	0		
	Minimal IT knowledge at command	0		
	Difficult SME coordination	0		
	Estimated Additional LADRA Days	5		
	Application Count			
	RAT List Application Count	204		
	Known Failures	10		
	Known Quarantines	2		
	Test Count	192		
	Test Breakout			
	CBA	100		
	Simple	45		
	Complex	20		
	Require Reachback	27		
		192		
	Legacy Application Testing Estimate			
	Expected Business Days for LADRA			
	Count * Complexity Factor			Test Complexity Factors
	CBA	50	0.5	CBA
	Simple	45	1.0	Simple
	Complex	30	1.5	Complex
	Require Reachback	54	2.0	Require Reachback
	Base Estimation of Days	179		
	Base Divided by Average Throughput	30		
	Estimated Extra Days	5		
	Full Estimation of Days	35		
	Necessary LADRA Start Date	9-Jul-03		

Figure 6. LADRA Assessment Methodology

*** This is critical: If days required exceeds days available (schedule slip) push for additional LADRA resources through STM**

Note: All sites issues shall be coordinated through the RIL, who in turn coordinate with the relevant CPM, Project Leads, if required, Navy Regional Commanders and Echelon II commands. The customer's job is already difficult enough. Our role is to simplify and ease the transition, not confuse them with multiple directions and guidance. Remember the customer is still in charge of their own IT (NMCI) once it is deployed, EDS just provides a service.

- During cutover, it is critical the CTR meet daily with the SIL to reconcile the number of seats rolled and resolve emergent cutover issues, immediately.
- If you build a strong foundation up front during AOR, (i.e. configuration deliverables complete and accurate, infrastructure in place, and all Legacy applications tested with Quarantine Plan in place) your Cutover will go relatively smoothly and you will have eliminated the need for Post-Cutover rework and additional cost to the NMCI program.

5 POINT OF CONTACTS

- NMCI Site Management Phone List is available from: Ashlyn Clark at ashlyn.clark@navy.mil Contact Ms Clark for updates.
- NMCI Contact List is available from Mr Trammell. Contact Mr Trammell at will.trammell@navy.mil for updates.
- Both lists are available on the shared server by following the path:
 - o O:\NMCI\Proj Mgmt Div\PHONE LISTS
 - o O:\Share\PMW 164(NMCI)\Phone Lists as of 08-05-03.xls (current date listed)
- SIL Coordinator: Barbie Fidura. Contact Ms Fidura at barbie.fidura@navy.mil
- Laptops and cell phones are arranged by Terri Smith. Contact Ms Smith at terri.smith@navy.mil

6 ISSUE RESOLUTION AND ESCALATION

- Solve issues at the lowest level, first
- Present solutions not problems
- Create definable solutions
- Escalate those issues that cannot be solved, using prescribed escalation procedures.
- Project related issues are handled thru Project Leads.

Escalation: Review Levels

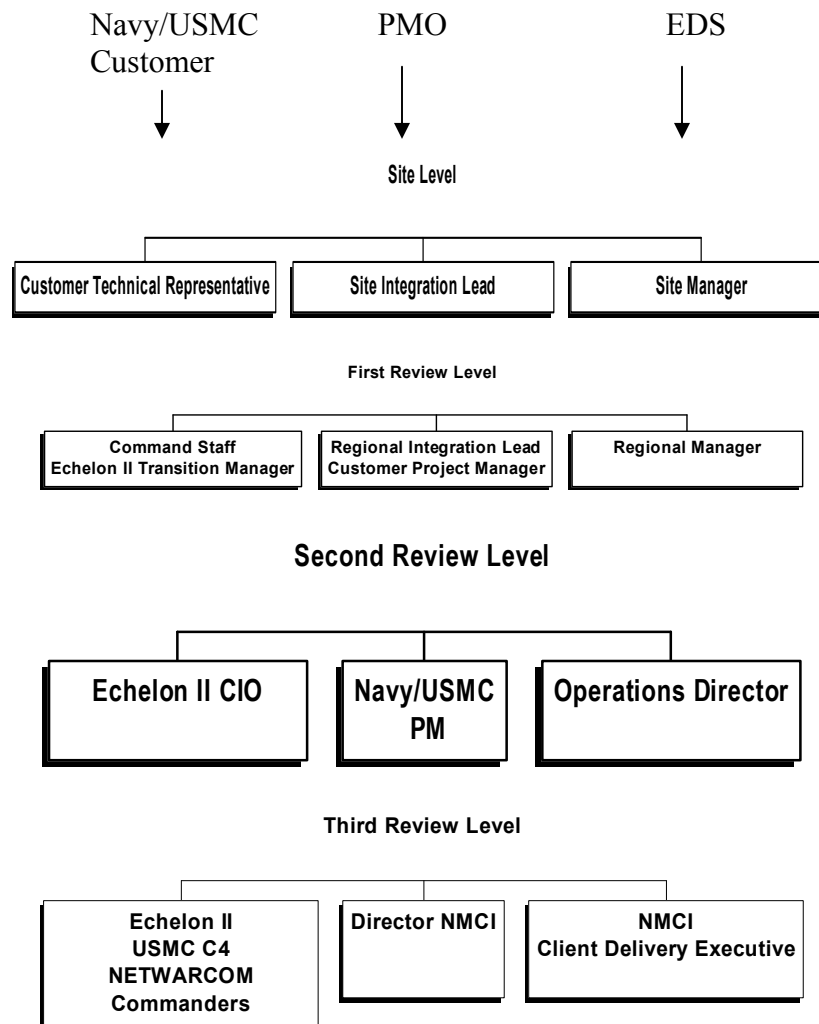


Figure 7. Review Levels

7 DATA REPORTING

- 7.1 Your job is to solve issues, not just report status; though reporting is critical for raising the level of awareness about a specific issue.
- 7.1.2 Report status data via the currently accepted reporting tool in place. Status data is currently being reported via the PIV tool. Issues are currently being reported using the Issues, Risks, Actions, Assumptions and Decision (IRAAD) tool. Report data that is required by PMO (i.e. weekly seat projections, issue, etc) will evolve and change in time, but key reporting point is every Tuesday PMO briefing.
- 7.1.3 Your job is to solve problems and provide direction for consensus solutions. The Transition Team (EDS/Cust) implements the actual solutions, not the SIL.
- 7.1.4 In some regions, meetings are held weekly to discuss individual regional IRAAD and scheduling issues.
- 7.1.5 You should not be:
 - Inputting data into ISF Tools
 - Inputting data into NET
 - Verifying orders
 - Tracking the multitude of data that EDS requires to efficiently roll seats.
 - Updating UTAM
 - Updating UCLIN
 - Updating UTPM
- 7.1.4 Project In Vision (PIV) Tool outputs are available through EDS STM and Project Coordinators. Submit reporting issues required to be reflected in the Enterprise Plan to the EDS PC and STM for inclusion in PIV. Regional meetings held weekly attended by PMO/EDS.
- 7.1.5 NMCI PMO and EDS have agreed to review all non- standard (non-100 Mb) proposed connectivity designs for NMCI. Infrastructure Review Board (IRB) to be chaired by the Technical Division APM and the EDS counterpart to review, discuss and approve these designs. SILs are to gather and forward the appropriate data for their site(s). The IRB will primarily be reviewing proposed designs for on base buildings with 9 or fewer ordered seats/wall plugs (low density), and for off base solutions with 23 or fewer ordered seats/wall plugs (VSSD).

8 SIL RESOURCES

8.1 SIL Tool Kit

- PMO Phone list (critical-you will use it everyday)
- NMCI Joint Transition Checklist
- One Page Visual Strategy for your site (you create using master schedule and Micro-phase process.)
- Site Contact List.
- Cell Phone.
- Computer on Legacy or NMCI network (most likely there will not be a NMCI drop available yet. That is why you are there.)
- User Acceptance Checklist.
- Daily Meetings with:
 - o Site Manager
 - o Site Transition Manager
 - o Customer Project Manager
 - o Regional Integration Lead
 - o Other Site Integration Leads
 - o Regional Team/ Quick Look Assessment Teams

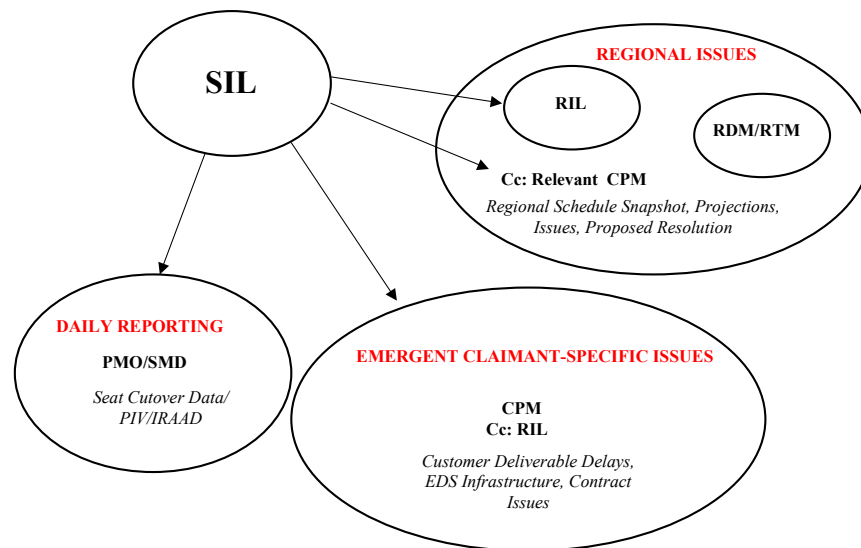


Figure 8. SIL Resources

APPENDIX A. ACRONYMS

AART	Audit Applications Review Team
ACTR	Assistant Customer Technical Representative
APM	Assistant Program Manager
AOR	Assumption of Responsibility
ASN	Assistant Secretary of the Navy
ATO	Authority to Operate
BAN	Base Area Network
BFM	Business Financial Manager
BIO	Base Infrastructure Operational
C&A	Certification and Accreditation
CDA	Central Design Activity
CIO	Command Information Officer
CJA	Critical Joint Applications
CLIN	Contract Line Item Number
CM	Claimant Manager
CMS	COMSEC Material System
CO	Commanding Officer
CoI	Communities of Interest
COMSEC	Communications Security
CONOPS	Concept of Operations
COR	Contracting Officer's Representative
COTS	Commercial-off-the-Shelf
CPM	Customer Project Manager
CTF	Commander Task Force
CTR	Customer Technical Representative
DAA	Designated Approving Authority
DART	Database Analysis and Reconciliation
DIAD	DoN Information Architecture Data
DISA	Defense Information System Agency
DISN	Defense Information Systems Network
DITSCAP	DoD Information Technology Security Certification and Accreditation Process
DMS	Defense Message System
DOD	Department of Defense
DoN	Department of the Navy
EDS	Electronic Data Systems
EO	Enterprise Operations
ESM	Enterprise Schedule Manager
FAM	Functional Area Manager
GFE	Government Furnished Equipment
GFF	Government Furnished Facilities
GOTS	Government-off-the-Shelf
HAG	High Assurance Guard
IA	Information Assurance

IATC	Interim Authority to Connect
IATO	Interim Authority to Operate
IATT	Information Assurance Tiger Team
IRB	Infrastructure Review Board
INFOSEC	Information Security
ISP	Inside Plant
ISSP	Information Systems Security Policy
IT	Information Technology
JRS	Joint Reporting System
LADRA	Legacy Application Deployment Readiness Activity
LAN	Local Area Network
LRA	Local Registration Authority
MAC	Move Add Change
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NADTF	Navy Applications Database Task Force
NCAP	NMCI Connection Approval Process
NCE	Network Computer Expert
NET	NMCI Enterprise Tool
NIPRNET	Non-Secure Internet Protocol Router Network
NMCI	Navy Marine Corps Intranet
NNIOC	Navy Network and Information Operations Command
NOC	Network Operations Center
NSS	National Security Systems
OCM	Object Creation Module
OPNAVINST	Chief of Naval Operations Instruction
OSP	Outside Plant
PD	Program Directorate
PDS	Protective Distribution System
PEO-IT	Program Executive Office- Information Technology
PIV	Project in Vision
PKI	Public Key Infrastructure
PMO	Program Management Office
PMW	Program Management Warfare
POA&M	Plan of Actions and Milestones
POC	Point of Contact
PoP	Point of Presence
PoR	Program of Record
PSQ	Preliminary Site Questionnaire
RAL	Rationalized Applications List
RAS	Remote Access Service
RDT&E	Research Development Test and Evaluation
RFC	Request for Connection
RFS	Request for Service
RIL	Regional Integration Lead

SABI	Secret and Below Interoperability
SCCB	Schedule Change Control Board
SCM	Site Concurrence Memorandum
SCP	Schedule Change Proposal
SDM	Site Delivery Manager
SES	Senior Executive Service
SHC	Stakeholders Council
SIL	Site Integration Lead
SIPRNET	Secret IP Router Network
SLA	Service Level Agreement
SM	Site Manager
SMD	Site Management Division
SME	Subject Matter Experts
SSAA	System Security Authorization Agreement
SSC	SPAWAR Systems Command
SSE	Site Solutions Engineering
STEM	Site Transition Execution Manager
STM	Site Transition Manager
SWG	Security Working Group
TA	Trusted Agent
TART	Technical Applications Review Team
UAIF	User Asset Information Form
UCLIN	User to Customer Line Item Number
UIC	Unit Identification Code
USMC	United States Marine Corps
UTAM	User to Application Mapping
UTCM	User to Contract Line Item Number Mapping
UTPM	User to Peripheral Mapping
VERA	Voluntary Early Retirement Authority
VSIP	Voluntary Separation Incentive Program
VT	Visit Team
VSSD	Very Small Site Design
WAN	Wide Area Network
XO	Executive Officer

Master Glossary can be found on the NMCI web site at www.nmci.navy.mil

APPENDIX B. NAVAL MESSAGE – NAVY NMCI LESSONS LEARNED

SUBJ/NAVY NMCI LESSONS LEARNED//

REF/A/GENADMIN/PEO-IT WASHINGTON DC/202304ZMAY2002//

REF/B/GENADMIN/PEO-IT WASHINGTON DC/022023ZJUL2002//

REF/C/GENADMIN/PEO-IT WASHINGTON DC/151957ZNOV2002//

NARR/REF (A) NMCI 20K ROLLOUT EXECUTION ORDER; REF (B) NMCI 40K

ROLLOUT EXECUTION ORDER; REF(C) NMCI ENTERPRISE SCHEDULE//

POC/MR. KEVIN MCNALLY/CIV NMCI PMO/COMSPAWARSSCOM/-

/TEL:(619) 524-7580/EMAIL: KEVIN.MCNALLY@NAVY.MIL//

RMKS/1. THE CURRENT FOCUS OF THE NMCI PROGRAM IS TO AGGRESSIVELY ROLLOUT NMCI IN ACCORDANCE WITH THE ESTABLISHED ENTERPRISE SCHEDULE, AND TO BUILD IN QUALITY TO CONTRACTUAL SLA STANDARDS AND FOR A HIGH LEVEL OF CUSTOMER SATISFACTION. AS WE OBSERVED ROLLOUT OF THE FIRST 50,000 SEATS AT MORE THAN 86 SITES ACROSS THE ENTERPRISE, WE HAVE IDENTIFIED SEVERAL CRITICAL FACTORS THAT CONTRIBUTE TO A SUCCESSFUL ROLLOUT. THIS MESSAGE IDENTIFIES THE CRITICAL DEPLOYMENT SUCCESS FACTORS FOR USE BY FUTURE NMCI DEPLOYMENT SITES DURING THEIR TRANSITIONS.

2. COMMAND INVOLVEMENT - SITE COMMANDERS AND COMMAND STAFF SHOULD ACTIVELY SUPPORT AND PARTICIPATE IN THE MANAGEMENT OF THE NMCI TRANSITION. A CLEAR AND SUPPORTIVE MESSAGE FROM SITE COMMANDERS TO ALL SITE USERS SHOULD BE SENT INDICATING THEIR COMMITMENT TO A SUCCESSFUL AND EFFICIENT NMCI TRANSITION. FOLLOW ON MESSAGES REEMPHASIZING COMMAND COMMITMENT AND DETAILING SITE PROGRESS SHOULD BE SENT PERIODICALLY THROUGHOUT THE TRANSITION PROCESS.

3. TRANSITION PERSONNEL - SITE COMMANDERS SHOULD ASSIGN THEIR MOST PROACTIVE AND EFFECTIVE PERSONNEL TO MANAGE AND SUPPORT THE NMCI TRANSITION. TRANSITION PERSONNEL SHOULD REPORT WEEKLY TO SITE COMMANDERS ON THE STATUS OF NMCI TRANSITION. SITE TRANSITION IS A RESOURCE INTENSIVE EFFORT AND SITES SHOULD ASSIGN ADEQUATE ASSETS TO SUPPORT THE TRANSITION EFFORT. THE FOLLOWING STAFFING RECOMMENDATIONS ARE BASED UPON EXPERIENCE FROM EARLY ADOPTER SITES:

A. ECHELON II RECOMMENDED TRANSITION STAFFING INCLUDE ONE NMCI PROGRAM MANAGER, ONE LEGACY APPLICATIONS MANAGER, TWO LEGACY APPLICATIONS ASSISTANTS, ONE SCHEDULE COORDINATOR, ONE TECHNICAL LEAD, ONE LEAD CTR, ONE DEPUTY CTR, ONE FACILITIES COORDINATOR, AND ONE INFORMATION ASSURANCE (IA) COORDINATOR.

B. SITE RECOMMENDED TRANSITION STAFFING INCLUDE ONE CTR, ONE ACTR/1000 SEATS, ONE LEGACY APPLICATIONS COORDINATOR, TWO LEGACY APPLICATIONS ASSISTANTS, ONE SCHEDULE COORDINATOR, AND ONE TECHNICAL REPRESENTATIVE.

4. NMCI GOALS - SITE COMMANDERS SHOULD ENSURE ALL USERS ARE EDUCATED ON THE PURPOSE AND GOALS OF THE NMCI INITIATIVE. THE FOLLOWING TALKING POINTS FROM DIRECTOR, NMCI MAY BE APPROPRIATE FOR YOUR COMMAND:

A. THE NAVY'S EXISTING IT INFRASTRUCTURE IS UNSATISFACTORY FOR THE 21ST CENTURY-WE CURRENTLY HAVE MORE THAN 1,000 DISPARATE NETWORKS, MANY OF WHICH ARE VULNERABLE TO CYBER ATTACK AND INCOMPATIBLE WITH

OTHER SYSTEMS IN THE NAVY AND MARINE CORPS. NMCI BRINGS ONE SECURE INTEROPERABLE INTRANET. IMPROVED SECURITY ALONE IS JUSTIFICATION FOR THE NMCI INITIATIVE.

B. NMCI ALLOWS THE DEPARTMENT OF THE NAVY TO NOT ONLY STAY CURRENT WITH TECHNOLOGY AND SECURITY IMPROVEMENTS, BUT MORE IMPORTANTLY, PUT SYSTEMS INTO PLACE THAT WILL ALLOW US TO IMPROVE OUR BUSINESS EFFICIENCY AND WAR FIGHTING EFFECTIVENESS.

C. THE NMCI WILL MOVE DON FROM A PHILOSOPHY AND STRUCTURE OF LOCAL IT SYSTEMS AND DATA TO AN ENVIRONMENT WHICH SUPPORTS FULL PERSONNEL COLLABORATION AND DATA CORRELATION ACROSS THE DEPARTMENT.

D. NMCI WILL ALLOW US TO FOCUS ON OUR CORE WAR FIGHTING AND BUSINESS FUNCTIONS - INFORMATION AND DECISION MAKING RATHER THAN NETWORK HARDWARE AND OPERATIONS.

E. NMCI WILL INCREASE INFORMATION INTEROPERABILITY THROUGH THE COMMON STANDARDS THAT ONLY A SINGLE ENTERPRISE INTRANET CAN PROVIDE. IT WILL POSTURE DON TO MOVE COLLECTIVELY AS ONE (RATHER THAN 1000) AS WE IMPROVE INTEROPERABILITY WITH OTHER DEPARTMENTS AND AGENCIES.

F. NMCI WILL ACT AS THE NETWORK FOUNDATION FOR MANY OF OUR TRANSFORMATIONAL EFFORTS. IT WILL SUPPORT ERP, TASKFORCE WEB, TASKFORCE EXCEL, PROJECT SAIL, REGIONALIZATION, AND THE MATURING OF MANY OTHER COMMUNITIES OF INTEREST.

G. NMCI WILL SUPPORT A NAVY AND MARINE CORPS THAT ARE PROACTIVE, AGILE, FORWARD, MOBILE, DISPERSED, AND INFORMATION DEPENDENT. IT WILL TRAIN A SPECIAL CADRE OF OUR IT PROFESSIONALS IN STATE OF THE ART NETWORK OPERATIONS AND MANAGEMENT.

5. NMCI TRANSITION - SITE TRANSITION TO NMCI IS NOT SOLELY A CONTRACTOR TASK. IT IS A JOINT GOVERNMENT AND CONTRACTOR TASK. SITE PERSONNEL ARE RESPONSIBLE FOR THE NMCI ROLLOUT AND MUST TAKE ALL STEPS NECESSARY TO ENSURE EXECUTION. MANY ROLLOUT ISSUES TO DATE HAVE NOT BEEN CONTRACTOR PERFORMANCE RELATED; RATHER THEY HAVE BEEN NAVY ISSUES. APPLICATION FAILURES AND ADHERENCE TO NETWORK SECURITY POLICY ARE NAVY ISSUES AND THEY CAN BE MOST EASILY RESOLVED THROUGH STRONG SITE LEADERSHIP, POLICIES, AND PROCEDURES. SENIOR MANAGERS NEED TO GET INVOLVED AND DEMONSTRATE LEADERSHIP TO RESOLVE THESE TRANSITION ISSUES.

6. APPLICATION RATIONALIZATION - SITE COMMANDERS WORKING WITH THEIR CHAIN OF COMMAND MUST ENSURE THAT ONLY MISSION AND BUSINESS ESSENTIAL APPLICATIONS SURVIVE THE RATIONALIZATION PROCESS AND THOSE FINAL RATIONALIZED APPLICATIONS MUST HAVE VERSION NUMBERS AND CDA SPONSORSHIP SUBMITTED TO NADTF VIA THE EDS TOOLS DATABASE. ONE OF THE DEPARTMENT GOALS WITH THE NMCI INITIATIVE IS TO MIGRATE FROM THE UNMANAGEABLE AND COSTLY 100,000 DEPARTMENT APPLICATIONS TO A MORE MANAGEABLE 2000 ENTERPRISE APPLICATIONS. SITES SHOULD ATTEMPT TO RATIONALIZE THEIR APPLICATIONS TO THE MINIMUM SET REQUIRED. MANY CLAIMANTS/SITES (NAVRESFOR IS AN EXCELLENT EXAMPLE) HAVE INSTITUTED THE USE OF FUNCTIONAL APPLICATION PROFILES AS THE STANDARD FOR NMCI ROLLOUT. THE USE OF PROFILES HAS GREATLY IMPROVED EFFICIENCY OF APPLICATION TESTING AND NMCI ROLLOUT. WE HAVE ACCELERATED NAVRESFOR ROLLOUT AS A RESULT OF THEIR PREPARATION.

7. USER-LESS DEPLOYMENT - USER-LESS DEPLOYMENT IS THE ENTERPRISE STANDARD FOR NMCI ROLLOUT. IT HAS PROVEN TO RESULT IN THE MOST EFFECTIVE NMCI ROLLOUT WITH THE LEAST AMOUNT OF USER DISTURBANCE.

SITE COMMANDERS SHALL MAKE EVERY EFFORT TO FULLY SUPPORT AND UTILIZE THE USER-LESS DEPLOYMENT PROCESSES. IN GENERAL, THE EDS DEPLOYS COMPUTERS TO THE DESKTOP AND MIGRATES USER DATA AT NIGHT AND ON WEEKENDS, THEN MEET WITH THE USER FOR A BRIEF ORIENTATION/ SIGN-OFF ON THE NEXT WORKING DAY. THIS IS SIGNIFICANTLY MORE EFFICIENT AND LESS DISRUPTIVE TO YOUR COMMAND.

8. PILOTS AND DEMONSTRATIONS - PILOTS AND DEMONSTRATIONS ARE NOT REQUIRED AT INDIVIDUAL SITES. ALL NMCI SERVICES HAVE BEEN TESTED AND SUCCESSFULLY DEPLOYED AT THE EARLY ADOPTER SITES.

9. TRAINING AND SCHEDULING - SITES SHOULD ENSURE THAT ALL PERSONNEL ATTEND NMCI USER TRAINING AND THAT GOVERNMENT PERSONNEL ARE AVAILABLE AND PRESENT DURING SCHEDULED TESTING AND SEAT DEPLOYMENT. PERSONNEL ABSENCES HAVE BEEN A CAUSE FOR MUCH DELAY IN EARLY ADOPTER ROLLOUTS.

10. PHASED DEPLOYMENT - SITE COMMANDERS AND EDS TRANSITION PERSONNEL SHOULD JOINTLY AGREE UPON A PHASED DEPLOYMENT SCHEDULE FOR NMCI SITE ROLLOUT. EVERY EFFORT SHOULD BE MADE TO MANAGE THE ROLLOUT IN ACCORDANCE WITH THE PHASED DEPLOYMENT SCHEDULE. EXPERIENCE HAS SHOWN THAT ROLLOUT RATES IN THE INITIAL TWO WEEKS OF CUTOVER ARE ONE QUARTER TO ONE HALF OF THE FULL PRODUCTION ROLLOUT RATE. A ROUGH ESTIMATE OF THE FULL PRODUCTION RATE IS ABOUT TWO SEATS PER EDS DEPLOYER PER DAY, BUT PROCESS CHANGES ARE BEING INTRODUCED TO DRAMATICALLY IMPROVE THIS METRIC.

11. LADRA TESTING - EACH PHASED SEGMENT SHOULD COMPLETE APPLICABLE LADRA TESTING AT LEAST ONE WEEK PRIOR TO SEGMENT ROLLOUT. ALL APPLICATIONS THAT FAIL LADRA TESTING WILL RESULT IN QUARANTINE STATUS. APPLICATIONS THAT FAIL TESTING WILL BE REMEDIATED DURING THE RISK MITIGATION PHASE FOLLOWING TRANSITION. APPLICATIONS ARE NOT REQUIRED TO BE REMEDIATED PRIOR TO NMCI ROLLOUT.

12. QUARANTINE PLANS - A QUARANTINE PLAN SHALL BE JOINTLY DEVELOPED PRIOR TO THE ROLLOUT OF EACH SEGMENT. THE ONLY LEGACY SEATS LEFT IN PLACE AFTER THE SEGMENT ROLLOUT WILL BE THOSE IDENTIFIED AS PART OF THE VALIDATED QUARANTINE PLAN. IT IS NMCI POLICY THAT NO DUAL DESKTOPS WILL BE LEFT IN PLACE UNLESS PART OF A VALIDATED QUARANTINE PLAN.

13. USER DATA - USER TO APP AND USER TO CLIN DATA MAPPINGS ARE REQUIRED TO BE DELIVERED TO THE EDS 60 DAYS IN ADVANCE OF SEGMENT DEPLOYMENT. NO FURTHER CHANGES WILL BE ALLOWED PRIOR TO SEGMENT ROLLOUT, CHANGES CAN BE ACCOMPLISHED THROUGH THE MAC PROCESS (POST SEAT DEPLOYMENT).

14. ISSUE ESCALATION - ROLLOUT STOPPAGES, PAUSES, OR REDUCED ROLLOUT RATES FROM THE APPROVED ROLLOUT PLAN WILL ONLY BE ALLOWED IF AUTHORIZED BY DIRECTOR NMCI OR THE NMCI PM'S FROM NAVY OR USMC, AS PER THE REFERENCED MESSAGES. WHEN NEEDED, THE ESCALATION OF SITE ROLLOUT ISSUES AND DECISIONS WILL BE FROM THE PMO SIL OR CPM TO THE NAVY NMCI PM TO THE DIRECTOR NMCI.

15. SITE IT MANAGEMENT: DON HAS ENTERED INTO AN ERA WHERE COMMERCIAL PROVIDERS, THE INFORMATION STRIKE FORCE (EDS), PROVIDES DESK TOP COMPUTING AND NETWORK SERVICES. SITE COMMANDS MUST ADJUST THEIR LEADERSHIP AND MANAGEMENT STRUCTURES ACCORDINGLY. THE SITE COMMANDER MUST SPECIFY THIS NEW RELATIONSHIP WITH HIS EDS SITE MANAGER. RELATIONSHIPS HAVE WORKED BEST WHERE THE EDS SITE MANAGER

IS A FULLY ENABLED PART OF THE SITE LEADERSHIP AND MANAGEMENT STRUCTURE.

16. NMCI ROLLOUT IS A DEPARTMENT OF THE NAVY ENTERPRISE ENDEAVOR AND MUST BE ACCORDED APPROPRIATE PRIORITY BY ECHELON II CLAIMANTS AND SUPPORTING COMMANDS. ECHELON II CLAIMANTS ARE RESPONSIBLE ICW EDS AND NMCI PMS TO ROLLOUT NMCI FOR THEIR COMMANDS AS SEQUENCED IN THE NMCI ENTERPRISE SCHEDULE. THE TRANSITION PROCESS ASSOCIATED WITH NMCI ROLLOUT WILL BY ITS NATURE PRESENT SOME SHORT TERM RISKS. DEPARTMENT PHILOSOPHY IS TO MITIGATE THIS RISK NOT AVOID IT. STRONG COMMAND COMMITMENT AND LEADERSHIP IS NECESSARY TO SUCCESSFULLY TRANSITION TO THE NMCI.

17. SPECIAL THANKS TO THE FOLLOWING COMMANDS THAT HAVE BEEN ON THE FOREFRONT OF NMCI IMPLEMENTATION: CLF HQ, NAVAIR HQ, SPAWAR HQ, NAF WASHINGTON, NAS LEMOORE, NSWC CRANE, NSWC PT HUENEME, AND RESFOR CLAIMANCY. ADDITIONALLY, THE DIRECT FLEET INPUT PROVIDED BY BOTH COMLANTFLT AND COMPACFLT HAS BEEN PARTICULARLY VALUABLE.

18. CAPT CRAIG MADSEN USN, NMCI NAVY PROGRAM MANAGER SENDS. //
BT

#6628

NNNN

APPENDIX C. STRATEGY FOR MANAGING NAVY APPLICATIONS

SUBJ/STRATEGY FOR MANAGING NAVY APPLICATIONS AND DATABASES WITHIN /NMCI//

REF/A/GENADMIN/CNO WASHINGTON DC/232208ZMAY2002//

AMPN/REF A, NAVADMIN 150/02, TARGETTED A 95 PERCENT REDUCTION IN NAVY LEGACY APPLICATIONS AND AUTHORIZED DESIGNATED FUNCTIONAL AREA MANAGERS (FAMS) TO DIRECT CONSOLIDATION, MIGRATION OR RETIREMENT OF APPLICATIONS AND DATABASES WITHIN THEIR FUNCTIONAL AREAS AND ACROSS ECHELON II ORGANIZATIONAL LINES.//

RMKS/1. FUNCTIONAL AREA MANAGERS (FAMS) AND ORGANIZATIONS AT ALL ECHELONS HAVE MADE GOOD PROGRESS TOWARD THE 95 PERCENT REDUCTION. AS OF 30 JUNE, MORE THAN 30,000 OF 37,287 IDENTIFIED APPLICATIONS HAVE BEEN ELIMINATED. REMAINING APPLICATIONS THAT ARE CURRENTLY APPROVED FOR RETENTION/ALLOWED WITH RESTRICTIONS ARE IDENTIFIED IN DON APPLICATION AND DATABASE MANAGEMENT SYSTEM (DADMS), THE DESIGNATED AUTHORITATIVE SOURCE OF NAVY APPLICATIONS DATA. WORK CONTINUES TO REFINE THIS LIST AND DEVELOP MIGRATION STRATEGIES. THIS MESSAGE PUTS INTO PRACTICE THE APPLICATION DECISIONS MADE TO DATE.

2. ACTION: ECHELON II COMMANDS ARE DIRECTED TO ENSURE THE FOLLOWING:

A. FOR COMMANDS COMMENCING NMCI CUTOVER AFTER 1 OCTOBER 2003, LIMIT AUTHORIZED APPLICATIONS TO THOSE DESIGNATED AS FAM "APPROVED" OR "ALLOWED WITH RESTRICTIONS."

B. SHOULD APPLICATIONS ON THE DISAPPROVED LIST BE CONSIDERED MISSION CRITICAL, SUBMIT RECOMMENDATION AND JUSTIFICATION FOR PROPOSED WORKAROUND BY 8 AUGUST 2003 TO DIRECTOR, NAVY STAFF (DNS).

C. BY 15 AUGUST 2003, APPOINT A MIGRATION MANAGER TO LEAD THE MIGRATION STRATEGY AND IMPLEMENTATION PLAN.

D. BY 1 OCTOBER 2003, ELIMINATE DUAL DESKTOPS RETAINED SOLELY TO SUPPORT DISAPPROVED APPLICATIONS.

3. EXCEPTIONS TO THIS POLICY MUST BE REQUESTED, WITH ECHELON II CONCURRENCE, FROM THE APPROPRIATE FAM OR DNS.

4. AMPLIFICATION OF THE ACTIONS LISTED ABOVE CAN BE FOUND AT [HTTPS://WWW.DADMS.NAVY.MIL](https://www.dadms.navy.mil).

5. RELEASED BY ADM WILLIAM J. FALLON, VCNO.//

R 011854Z AUG 03 PEO IT WASHINGTON DC(UC)

UNCLAS

MSGID/GENADMIN/PEO IT WASHINGTON DC/0040/AUG

REF/A/GENADMIN/CNO WASHINGTON DC/252230ZJUL2003/-/NOTAL

REF/B/GENADMIN/CNO WASHINGTON DC/232208ZMAY2003

NARR/REF A IS MSG STATING STRATEGY FOR MANAGING NAVY APPLICATIONS AND DATABASES WITHIN NMCI. REF B IS NAVADMIN 150/02.

POC/ALLIE LAWAETZ/CONT/PEO IT WASHINGTON DC/-/TEL:703-685-5498

/EMAIL:ALLIE.LAWAETZ@NAVY.MIL

POC/RICHARD OPP/CIV/PEO IT WASHINGTON DC/-/TEL:703-685-5520

/EMAIL:RICHARD.OPP@NAVY.MIL

NMKS/1. REF A OUTLINES THE STRATEGY FOR MANAGING NAVY APPLICATIONS AND DATABASES WITHIN NMCI. IN SUPPORT OF THIS STRATEGY, DIRECTOR NMCI PROVIDES THE FOLLOWING IMPLEMENTATION GUIDANCE FOR NMCI:

A. NMCI NETWORK: FOR SITES SCHEDULED TO COMMENCE NMCI SEAT INSTALLATION (CUTOVER) AFTER 1 OCTOBER 2003 FAM DISAPPROVED APPLICATIONS WILL NO LONGER BE LOADED ONTO NMCI AND THEY WILL NOT BE APPROVED FOR RETENTION ON ANY LEGACY SEAT. CONSEQUENTLY SITES AND THEIR ECHELON II MUST WORK WITH FUNCTIONAL AREA MANAGERS TO ENSURE ANY DISAPPROVED APPLICATION REQUIRED TO MEET COMMAND MISSION HAS AN APPROVED WAIVER. WAIVER PROCESS IS DEFINED IN REF A AMPLIFICATION AT [HTTPS://WWW.DADMS.NAVY.MIL](https://www.dadms.navy.mil). FOR SITES CUTTING OVER AFTER OCTOBER 1, 2003, DISAPPROVED APPLICATIONS MAPPED TO USERS OR SEATS IN NET (NMCI ENTERPRISE TOOL) WILL BE AUTOMATICALLY FILTERED OUT BEFORE THE SEAT BUILD OUT TO STAGING PROCESS BEGINS. THE FAM STATUS IS REFLECTED IN ISF TOOLS AND ANY APPLICATIONS CHANGED FROM DISAPPROVED TO APPROVED OR ALLOWED WITH RESTRICTIONS WILL BE UPDATED NIGHTLY FROM ISF TOOLS TO NET. THE CUT OFF POINT FOR DETERMINING WHAT APPLICATIONS GET LOADED WILL BE WHEN THE SITE PASSES THE SEAT BUILD OUT DATA TO ISF FOR STAGING. THIS TYPICALLY OCCURS 2-4 WEEKS BEFORE CUTOVER. ANY QUESTIONS REGARDING ISF TOOLS SHOULD BE DIRECTED TO CDR JOE DUNDAS (EMAIL: JOE.DUNDAS@NAVY.MIL). ANY QUESTION REGARDING NET AND APPLICATION MAPPING SHOULD BE DIRECTED TO JILL COOKE (EMAIL: JILL.COOKE@NAVY.MIL). ANY QUESTIONS REGARDING THE FAM PROCESS SHOULD BE DIRECTED TO CAPT SANDRA BUCKLES (EMAIL: SANDRA.BUCKLES@NAVY.MIL). TO REITERATE REFERENCE A POLICY, FOR ANY APPLICATION MARKED AS DISAPPROVED ON A SITE RATIONALIZED LIST IN ISF TOOLS THAT A COMMAND MUST HAVE, THE ECHELON II MUST SUBMIT A RECOMMENDATION AND JUSTIFICATION FOR A PROPOSED WORK AROUND TO THE APPLICABLE FAM. ONLY FAM "APPROVED" OR "ALLOWED WITH RESTRICTIONS" APPLICATIONS THAT TECHNICALLY CANNOT OPERATE ON NMCI (FAIL LADRA/AIT TESTING) ARE AUTHORIZED TO REMAIN ON QUARANTINE SEATS AND LEGACY NETWORKS. APPLICATIONS THAT BECOME APPROVED OR ALLOWED WITH RESTRICTIONS AFTER THE SITE CUT OFF POINT, DESCRIBED ABOVE, MUST FOLLOW THE NMCI RELEASE DEPLOYMENT PROCESS FOR TESTING, CERTIFICATION AND DEPLOYMENT INTO NMCI. THE NMCI RELEASE DEPLOYMENT PROCESS IS FOUND IN THE NRDDG (NMCI RELEASE DEVELOPERS AND DEPLOYMENT GUIDE) AND CONSISTS OF THE STEPS A CDA OR APPLICATION OWNER MUST TAKE TO SUCCESSFULLY DEPLOY A RELEASE IN NMCI. ONCE THE RELEASE IS AVAILABLE FOR DEPLOYMENT, THE USER CAN REQUEST THE INSTALLATION OF THAT RELEASE VIA THE CTR/ACTR. THERE IS A COST FOR THIS TESTING AND DEPLOYMENT.

B. LEGACY NETWORK: THOSE ECHELON II'S WITH SITES CURRENTLY OPERATING DUAL DESKTOPS AND QUARANTINED SEATS MUST REVIEW THE CURRENT STATUS OF THEIR APPLICATIONS IN DADMS TO DETERMINE FAM

STATUS. SHOULD ANY QUARANTINED APPLICATIONS ON THE DISAPPROVED LIST BE CONSIDERED MISSION CRITICAL, ECHELON II MUST SUBMIT A RECOMMENDATION AND JUSTIFICATION FOR PROPOSED WORK AROUND AS DIRECTED IN REF (A) WITH A COPY TO NMCI DIRECTORS OFFICE (TIM.DONNELLY@NAVY.MIL) AND GAIN FAM APPROVAL OR ALLOWED WITH RESTRICTIONS STATUS. THE GUIDANCE FOR THIS PROCESS IS AVAILABLE AT WWW.DADMS.NAVY.MIL. IF THE QUARANTINED SEAT OR DUAL DESKTOP EXISTS SOLELY TO SUPPORT DISAPPROVED APPLICATIONS, IT SHOULD BE IDENTIFIED TO DIRECTOR NMCI AND THE LOCAL ISF TEAM FOR ELIMINATION. THE ECHELON II WILL ENSURE THESE DUAL DESKTOPS AND QUARANTINED SEATS ARE REPORTED IN THE BIWEEKLY LEGACY WARFARE VTC WITH ASSOCIATED APPLICATIONS IDENTIFIED. AFTER 1 OCTOBER 2003, ALL FAM DISAPPROVED APPLICATIONS ON THE NETWARCOM MOST WANTED AND HIGH PRIORITY APPLICATION LISTING THAT DO NOT RECEIVE FAM APPROVAL WILL BE REMOVED FROM THE WORK LIST. GO TO
[HTTP://WWW.NMCI.NAVY.MIL/PRIMARY_AREAS/LEGACY_APPLICATIONS/LEGACY_APPLICATIONS_TRANSITION](http://www.nmci.navy.mil/primary_areas/legacy_applications/legacy_applications_transition) FOR FURTHER DETAIL.

2. COMMANDS ARE STRONGLY ENCOURAGED TO EXPEDITIOUSLY REVIEW THE FAM STATUS OF THEIR APPLICATIONS AND TAKE APPROPRIATE ACTION.

APPENDIX D. JOINT NMCI TRANSITION CHECKLIST

Gov ID	EVENT	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	ISF	Gov PMO	Gov Customer
1	Customer and ISF reach agreement on facilities for warehouse, administration, server farm, Main Distribution Frames (MDF)	-320	-270	ENT	A	I	A
2	Customer and ISF reach agreement on facilities for Intermediate Distribution Frames (IDF)	-320	-270	ENT	A	I	A
3	Identify Government Furnished Equipment (GFE) Type-1COMSEC requirements from the ISF	-240	-240	FAC	A	I	I
4	Survey, design and order long haul circuits to support NMCI requirements.	-240	-240	FAC	A	A	I
5	Protected Distribution System (PDS) design	-240	-200	ENT	A	A	A
6	Conduct joint PMO and ISF site in-briefs	-180	-180	SP	A		A
7	ISF Site Manager assigned	-180	-180	SP	A	I	I
8	Identify transition team	-180	-180	SP		I	A
9	Provide Building-to-Seat map to ISF	-240	-180	FAC	I		A
10	Deliver the completed Preliminary Site Questionnaire (PSQ) to the ISF SM	-240	-170	SP	I	I	A
11	Conduct site surveys for BAN/LAN and IA	-170	-160	FAC	A		A
12	Provide ISF with existing operational procedures, processes, SOP and contingency plans, and Disaster Recovery plans	-180	-150	SP	I		A
13	Provide copies of all leases by site that affect NMCI	-180	-150	CON	I		A
14	Provide existing Certification and Accreditation (C&A) documentation to include: -System Security Authorization Agreement (SSAA) -Risk Assessments -Vulnerability Assessments -Risk Mitigation Plans -Security Concept of Operations (CONOPS)	-180	-150	SEC	I		A

Gov ID	EVENT	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	ISF	Gov PMO	Gov Customer
15	Using local HR support personnel, determine need for VSIP Authority and request to Claimant/Command. Impacted employees are to be notified of status prior to ISF meetings	-180	-150	AHT	I	I	A
16	Using local HR support personnel, determine need for VERA authority and request to ASN (M&RA) via Claimant/Command. Impacted employees are to be notified of status prior to any ISF meetings	-180	-150	AHT	I	I	A
17	Govt and ISF should arrange for equipment lease termination by 60 days after AOR begins (AOR +60)		0	CON			
18	Assign Remote Site Transition Manager to small & remote sites	-120	-120	SP	A		
19	Verify final Rationalized Application List in the ISF Tools Database. Refer to LATG The initial list should have been completed by 1 Dec 02, per 301245Z SEP 02 CNO N6N7 SUBJ: NMCI LEGACY APPLICATIONS TRANSITION PROCESS	-240	-120	HSS	I	I	A
20	50% of identified applications (COTS & GOTS) and RFS forms for all identified applications have been delivered to the ISF Site Manager, and accepted for review	-240	-120	HSS			
21	Using local HR support personnel, identify government employees who will be eligible for NMCI employment and provide to PEO-IT/Director NMCI using template spreadsheet	-120	-115	AHT		I (DIR NMCI)	A
22	Develop the Cultural Change Management Communications Plan	-150	-105	SP	A		I
23	75% of identified applications (COTS & GOTS) have been delivered to the ISF Site Manager, and accepted for review	-105	-105	HSS	I	I	A
24	ISF HR coordinate with site and local HR to establish date(s) for impacted employee meetings	-110	-105	AHT	A		A

Gov ID	EVENT	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	ISF	Gov PMO	Gov Customer
25	Identify Navy/Marine Corps White Pages POC(s). Forward POC name to White Pages Management @ hazel.wallace@nmci-isf.com	-105	-90	SP	A		A
26	Complete and sign Site Concurrence Memorandum (SCM)	-180	-90	SP	A	I	A
27	Termination/modification actions to existing contracts in accordance with ISF recommendations using AOR as the effective date	-105	-90	CON			A
28	Obtain ISF Tools and NOIS database access from Echelon II/Major Commands for all appropriate site personnel		-90	SP			A
29	100% of identified applications (COTS & GOTS) and RFS forms must be delivered to the ISF Site Manager and accepted. Applications not submitted by this deadline will not transition to NMCI at the scheduled cutover date	-180	-90	HSS	I	I	A
30	Conduct AOR Readiness Review	-75	-75	SP	A	A	A
31	ISF deliver Site Transition Plan, including the Disaster Recovery Plan, to the site	-90	-75	SP	A	I	I
32	Complete Critical Design Review (CDR) and Customer Design Brief (CDB)	-90	-75	ENT	A	I	I
33	Provide ISF a Copy of Interim Authority to Operate / Authority to Operate (IATO / ATO) for existing network(s)	-90	-70	ENT	I	A (USMC)	A (USN)
34	Complete server and messaging validation; Server and Mail migration Plan of Action & Milestones (POA&M) review has been conducted and documented issues are resolved with customer	-90	-60	ENT	A		I
35	Provide final UTAM/UTCM/UTPM matching task order to ISF. (USMC: Ensure only applications on the Marine Corps Baseline List submitted)	-120	-60	ENT	I	I	A
36	Verify Site Warehouse Operational	-60	-60	ENT	A	I	I
37	AOR Begins	-60	-60	ENT	A	I	I

Gov ID	EVENT	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	ISF	Gov PMO	Gov Customer
38	100% of identified applications (COTS & GOTS) must be delivered to the ISF Site Manager and accepted. Applications not submitted by this deadline will not transition to NMCI at the scheduled cutover date	-90	-60	HSS	I	I	A
39	Transfer NMCI assets to ISF via DD1149	-75	-60	HSS	A		A
40	Task Order Awarded	-90	-60	HSS	I	A (ACO)	I
41	PEO-IT/Director NMCI Office forwards approved impacted employee list to ISF HR	-90	-60	AHT	I	A (PEO-IT / Dir. NMCI)	
42	Complete the validation and delivery of Type-1 GFE COMSEC	-240	-60	HSS	A	A	A
43	Map users to group shares, identify and order CLIN 16 requirements	-70	-60	ENT	I		A
44	Verify Server Farm infrastructure equipment delivered	-50	-50	ENT	A		I
45	Transport Boundary (TB)/cTB & B2 is installed. ST&E scan complete and package submitted to SPAWAR PMW 161	-180	-50	FAC	A	I	I
46	BAN/LAN Infrastructure equipment delivered	-50	-50	HSS	A		I
47	Obtain Temporary unclassified TB (uTB) IATO. Ready to begin LADRA testing	-50	-48	FAC	I	A	I
48	IA Infrastructure Build-Out (To Include Open Secret Storage (OSS), Controlled Access Areas (CAA), Protected Distribution System (PDS))	-180	-45	FAC	A		A
49	Obtain classified TB (cTB) IATO/IATC	-50	-40	FAC	I	A	I
50	Establish Customer Cutover Transition Team	-60	-30	SP	I		A
51	Demonstrate reach back solution established for NMCI users to their legacy networks	-60	-30	ENT	A		A
52	Demonstrate connectivity to the NOC	-30	-30	ENT	A		I
53	Obtain access badges for ISF personnel	-180	-30	SEC	A	A	A
54	unclassified Server Farm (uSF) installed. ST&E scan complete and package submitted to SPAWAR PMW 161	-48	-18	FAC	A	I	I
55	Obtain Temporary uSF IATO	-18	-16	FAC	I	A	I

Gov ID	EVENT	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	ISF	Gov PMO	Gov Customer
56	Finalize detailed, phased Cutover Plan	-30	-15	SP	A	I	A
57	Produce signed Printer Deployment Plan	-30	-15	SP	A		A
58	Base Infrastructure Operational (BIO) complete	-120	-15	ENT	A		I
59	Demonstrate Server Farm operational	-15	-15	ENT	A	I	I
60	Conduct Cutover Readiness Review	-14	-14	SP	A	A	A
61	classified Server Farm (cSF) installed. ST&E scan (ISF & Govt) complete and package submitted to SPAWAR PMW 161	-40	-10	FAC	A	A	I
62	Begin Legacy Data Migration	-7	-7	ENT	A		A
63	Establish Quarantine Plan	-30	-5	SP	A	I	A
64	LADRA Testing Complete. Refer to Legacy Applications Transition Guide (LATG)	-60	-5	HSS	A	I	A
65	Obtain Full IATO for uSF so unclassified seats can roll	-18	-2	FAC	I	A	I
66	Obtain Full IATO for cSF so classified seats can roll	-10	-2	FAC	I	A	I
67	Ready/Set/Go Process implemented	-30	0	SP	I		A
68	NMCI cutover begins (Production)	0	0	ENT	A	I	A
69	Remove non-NMCI, non-quarantined legacy seats. These legacy seats should be removed within 48 hours after Cutover	0	30	ENT	A	I	A
70	PKI Certification	-14	30	SEC	A		A
71	RAS Training Available	-14	30	AHT	A		I
72	Conduct NMCI User Training	-10	30	AHT	A		A

LEGEND

Functional Areas

SP = Strategic Planning

ENT = Enterprise

FAC = Facilities

HSS = Hardware/Software/Service

CON = Contracts

SEC = Security

ISF | Gov PMO | Gov Customer columns:

A = Action

I = Information

Complete NLT and Recommended Start days are listed in calendar days, not workdays

Events in Blue Text = USN Unique Events

Events in Green Text = USMC Unique Events

Events in RED BORDER indicate critical path items identified by RADM Munns

Events in BLUE BORDER indicate critical path items identified by CAPT Madsen

APPENDIX E. MONTHLY SITE READINESS REPORT CARD

- Gray areas indicate completion dates
- Complied using the Joint NMCI Transition Checklist located at:
http://nmci.navy.mil/Primary_Areas/Transition_to_NMCI/Transition_Tools/Transition_Tools

Preliminary Site Questionnaire

Assumption of Responsibility

Responsibility

Legacy Application Deployment Readiness Activity

Claimant	Seats	PSQ	AOR	Equipment Turnover via 1149	GFF Turnover	User Data Submitted	LADRA	Quarantine Plan Complete	IATO	BIO	Server Farm Ready	Phased Rollout Plan Complete	Cutover Start
CLF	80	3/14/2003	6/10/2003	4/14/2003	2/24/2003	7/2/2003	6/26/2003	7/7/2003	5/14/2003	6/19/2003	6/8/2001	7/3/2002	7/25/2003
NAVAIR	78	1/27/2003	6/28/2003	1/7/2002	1/7/2002	6/5/2003	8/27/2003	8/12/2003	3/13/2003	8/5/2003	3/13/2003	1/7/2002	8/27/2003
NAVFAC	94	1/27/2003	6/28/2003	6/16/2003	6/16/2003	6/5/2003	8/27/2003	8/12/2003	3/13/2003	8/5/2003	3/13/2003	5/23/2003	8/27/2003
NAVSEA	9	1/27/2003	6/28/2003	6/16/2003	6/16/2003	6/5/2003	8/27/2003		3/13/2003	8/5/2003	3/13/2003	5/23/2003	8/27/2003
NMOC	9	1/27/2003	6/28/2003	6/16/2003	6/16/2003	6/5/2003	8/27/2003	1/25/2002	3/13/2003	8/5/2003	3/13/2003	5/23/2003	8/27/2003

Government Furnished Facilities

Interim Authority To Operate

Base Infrastructure Operational

APPENDIX F. SEAT ACCEPTANCE CHECKLIST

BEFORE CUTOVER:

- ☐ Read the Ready/Set/Go documentation.
- ☐ Move data to MIGDATA folder per Ready/Set/Go documentation.
- ☐ Attend NMCI training.
- ☐ Obtain PKI card **IF** you are going to get a laptop
- ☐ Get copy of seat order (CLINS) from your CTR/ACTR.
- ☐ Get a copy of the Legacy Applications submitted (for your seat) from the CTR/ACTR.

BEFORE YOU SIGN FOR YOUR NMCI MACHINE:

1. Verify items you should have (ask the NMCI installer to show you):
 - ☐ Verify that each CLIN is present (i.e. memory size, CPU speed, peripherals such as CD-ROM) on NMCI workstation.
2. Start Up:
 - ☐ Verify that NMCI workstation boots with out error.
 - ☐ Test each peripheral works (non network items) (i.e. CD-ROM etc.).
 - ☐ Test network printer services.
 - ☐ Test access to home drive (i.e. H: drive) and network drives.
3. Check Folders and Files:
 - ☐ List Legacy icons and compare with NMCI icons.
 - ☐ Test Legacy apps present either on NMCI machine or Quarantine machine.
 - ☐ Review drive mapping for applications.
4. Review your data from your legacy machine:
 - ☐ Insure that your data is transferred to your C: drive MIGDATA file / Orphan files.
 - ☐ Move MIGDATA / Orphan files to H: drive.
5. Windows 2000 Applications:
 - ☐ Test Microsoft Office applications
 - ☐ Test Outlook by sending and receiving mail.
 - ☐ Check availability of non-NMCI address in Global Address List (GAL).
 - ☐ Check for all public and private folders.
 - ☐ Check calendar, personal contact list and address books
 - ☐ Test I. Explorer and Netscape Navigator check for your favorites and bookmarks.
 - ☐ Send notification to all of your contacts that your email address changed.
6. Just RAS (notebook) users only:
 - ☐ Verify that notebook can log into RAS account.
 - ☐ Verify email connection.
 - ☐ Verify Internet connection and websites.

Ready, Set, Go guide is available at <http://eds.com/nmci/transition.htm>

Review ordered CLINS and legacy applications (from the User to Application Mapping) with your site's Customer Technical Representative (CTR) or Assistant Customer Technical Representative (ACTR) prior to rollover. (The sooner the better!).

Public Key Infrastructure (PKI) and Remote Access Server (RAS) is used on laptops to access your accounts while on TAD

APPENDIX G. WEB LINKS

Top Four websites:

- <https://www.peoit-portal.navy.mil>
Provides internal PMO sources.
- <http://www.nmci.navy.mil>
Provides a basic understanding of various aspects of the NMCI program and contains information for the transitioning user in.
- <http://www.nmci-isf.com/>
Provides transition information and numerous links for details concerning specific transition activities and processes.
- <http://enterprise.spawar.navy.mil>
Provides up-to-date information concerning the NMCI Contract from the PMO.

NMCI Enterprise Tool (NET) and Working Group:

- https://nmci.navair.navy.mil/nois_wg.cfm
Graphically depicts Integrated Order to Deliver (IOD) process and system interactions for ordering process via NOIS
- <http://www.peo-it.navy.mil/media/nmci%20IOD%20END%20TO%20END.GIF>

NETWARCOM Web Site

- www.netwarcom.navy.mil

Official Navy Information Security Web Site

- www.infosec.navy.mil

CONUS Per Diem sites

- <http://www.dtic.mil/perdiem/pdrform.html>
- <http://www.policyworks.gov/org/main/mt/homepage/mt/perdiem/travel.shtml>

Personnel Locator

- <http://www.navydirectory.smartlink.navy.mil>
- <http://www-library.itsi.disa.mil/>
- <http://www.itsi.disa.mil/links.html>

Others

- Commander Navy Region Southwest <http://www.cnrsw.navy.mil/>
- Commander Navy Region Southeast <http://www.comnavregse.navy.mil>
- www.chinfo.navy.mil/navpalib/bases/navbases.html (List of Navy Bases)

The Workstation Countdown Ready is when the users are given guidance on how to prepare their computers and files to undergo migration. The Workstation Countdown Set is when the users create migration folder and move data to the new folder, exporting the Favorites and Bookmarks and mapping network drives. The Workstation Go is when the workstation is installed, and the users are then accessing and downloading the migration folder, open the saved Bookmarks/Favorites, use of new security profiles, and how to submit Request for Assistance.

Transition Documents
Workstation Countdown Ready
Workstation Countdown Set

Site Link:
<http://www.nmci-isf.com/migration/ReadyGuide.pdf>
http://www.nmci-EDS.com/migration/Set_Guide_WinME.pdf

Workstation Go

<http://www.nmci-EDS.com/migration/MigrationGoGuide.pdf>

Program Executive Office for Information Technology (PEO-IT) Web Site

- <http://www.peo-it.navy.mil/>

Contains Information on:

- 20K Daily Cutover Status
- 100K Seat Order Schedule List
- Link to NOIS Working Group Web Site
- Under Fact Files contains NMCI General Information, NMCI Security,
- NOIS Training Calendar

SPAWAR HQ NMCI Web Site:

- <http://enterprise.spawar.navy.mil/spawarpublicsite/>

SPAWAR Contract/Attachments/Mods:

- https://nmci.spawar.navy.mil/cl_contract_award.html

Download NMCI contract, attachments and latest mods

SSC Charleston's NMCI Web Site:

- <http://corpweb/nmci/index.asp>

Information on subjects below, plus more:

- S&T Seats: <http://corpweb/nmci/sandtseats/index.asp>
- Seat Ordering Aids: <http://corpweb/nmci/seatorderaids/index.asp>
- Developer Info: <http://corpweb/nmci/developers/index.asp>

SSC Norfolk's NMCI Web Site:

- <https://iweb.scn.spawar.navy.mil/nmci/index.htm>

Good general information

NMCI Facilities Requirements (NAVFAC):

- <http://www.efdswww.navfac.navy.mil/05/05I/NMCI.htm>

Includes information on NMCI Facilities Standards and Guidelines, Monthly Reports, Facilities Briefs, etc.

Naval Network and Space Operations Command (NNSOC) NMCI Web Site:

- <https://www.nnoc.navy.mil/nmci/index.htm>

Information includes:

- NMCI Governance
- NMCI Transition
- NMCI Operations
- NMCI Security

GSA Advantage

- https://www.gsaadvantage.gov/advgsa/main_pages/start_page.jsp

Excellent web site to obtain market research and pricing for Independent Government Estimates (IGE's) for unpriced CLIN's.